

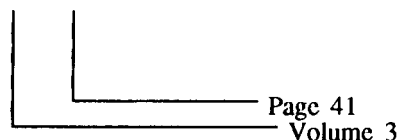
# VOLUME 1. GENERAL CONCEPTS, DIRECTION, GUIDANCE, AND DEFINITIONS

## CHAPTER 1. HANDBOOK ORGANIZATION, USE, AND REVISION

### SECTION 3. INSPECTOR USE OF HANDBOOK MATERIAL

**31. HANDBOOK ORGANIZATION.** The Air Transportation Operations Inspector's Handbook is organized by volume, chapter, section, paragraph, and subparagraph. A "Handbook Table of Contents" for the entire handbook is located just after the foreword. This table of contents contains a list of the titles of the handbook's volumes, chapters, and sections. Each volume has a more detailed "Volume Table of Contents" which provides not only the titles of chapters and sections, but also the titles of the paragraphs in that volume. The locator used in all of the tables of contents is a full page number which consists of the volume number, a dash, and the page number of the volume. For example, 3-41 indicates volume 3, page 41.

3 - 41



*A. Pagination.* All chapters and sections begin on right hand pages. Each page in the handbook includes headers and footers containing a locator, volume # identifier, date, and subject information, which are defined as follows.

(1) The locator consists of the volume number, a dash, and the page number. The locator helps the reader locate the correct volume and page. The locator is at the bottom right or left of the page, depending on whether it is an odd or even page. The locator is on the bottom right of the page on odd-numbered pages and on the bottom left on even-numbered pages.

(2) The volume identifier is on the bottom right of the page on even-numbered pages and on the bottom left on odd-numbered pages.

(3) The date that the page was published is on the top of each page. This date of issue is important because it provides the reader with the timeframe in which that particular portion of the handbook was sent out. The date is either on the left or right side of the top of the page, depending on whether it is an odd or even page. The date is on the top

right of even-numbered pages and on the top left of odd-numbered pages.

(4) The subject information is at the top of each page and consists of the order number (8400.10) and the Change number (which is the publisher's number for that particular portion of the handbook material). The subject information is either on the left or right side of the top of the page, depending on whether it is an odd or even page. The subject information is on the top right of odd-numbered pages and on the top left of even-numbered pages.

*B. Notes and FYIs.* The handbook also includes "NOTES" and "FYIs" (informational supplements). Notes are indented, bold paragraphs which appear periodically within the handbook text with the word "NOTE" preceding the information. These notes of text are intended to emphasize certain aspects or items of a particular subject or subject area. Notes contain necessary information which an inspector must know to successfully complete a job function. FYIs are indented, italicized paragraphs which appear periodically within the handbook text with the word "FYI" preceding the information. These informational supplements offer information which is not necessary to the inspector for purposes of the handbook, but which may significantly add to an inspector's knowledge or understanding of a subject.

*C. Tables and Figures.* Tables and figures are an important part of the handbook. Tables contain factual material, usually in columnar form, from which information can be extrapolated. Figures include many kinds of informational elements. In this handbook, figures are used for job aids, sample letters, and charts. Most figures and tables are located within the body of the text and usually directly follow the related subject. When figures or tables are lengthy, as in the case of job aids, they are placed at the end of the appropriate section so as not to create large breaks in the textual material. Figures and tables are identified in sequential numerical order by volume, chapter, section, and the figure or table number. For example, the first table/figure in volume 2, chapter 1, section 1 is identified as 2.1.1.1 and the second table/figure is 2.1.1.2.

*D. Examples.* The examples used in this handbook are usually short, textual, or graphic illustrations of methods or procedures used by inspectors in the performance of job tasks. These examples are located within the text immedi-

ately following the subject. They are not titled or designated by a numbering system. However, they are separated from the text by bold, solid, horizontal lines. This method of separation is also used occasionally to differentiate between levels of involvement in a method or procedure (see the evacuation demonstration discussed in volume 3, chapter 10, section 2).

**33. APPENDICES.** There are six appendices to the handbook.

*A. Appendix 1.* Appendix 1 is reserved for the handbook index, which is in development.

*B. Appendix 2.* Appendix 2 is reserved for the Inspector Feedback Sheet. The Air Transportation Division, Handbook Management Staff, AFS-200 HB, has developed a revision process to ensure that the information contained in this handbook is correct and current. Any comments regarding content, whether to point out deficiencies or suggest improvements, should be directed to AFS-200 HB. All comments will be reviewed, and the handbook will be amended as appropriate.

*C. Appendix 3.* Appendix 3 is reserved for handbook bulletins for Air Transportation (HBAT). Handbook bulletins are transmitted to regions and flight standards district

offices (FSDO) by Federal Aviation Administration (FAA) electronic mail. Handbook bulletins should be retained in Appendix 3 until they are incorporated into the manual or superseded. An index containing a list of current handbook bulletins and the status of all handbook bulletins is published with each formal change.

*D. Appendix 4.* Appendix 4 is reserved for Flight Standards Information bulletins for Air Transportation (FSAT). Information bulletins address issues requiring action, special emphasis programs, and time critical and/or temporary concerns. Each FSAT is numbered and includes an expiration date. Only information bulletins and the appropriate index that are current and in effect should be maintained in this appendix.

*E. Appendix 5.* Appendix 5 is reserved for operations bulletins that were contained in Order 8430.17.

*F. Appendix 6.* Appendix 6 is reserved for the Air Transportation Oversight System (ATOS). This appendix embodies a system approach to certification and surveillance oversight, using system safety principles and risk management to ensure that air carriers have safety built into their operating systems.

**34.-36. RESERVED.**

**[PAGES 1-19 THROUGH 1-24 RESERVED]**